

## Presiding Officer (HSC and Preliminary HSC Student Examinations)

The presiding officer is responsible for organising the work of examination supervisors, the receipt of question papers, maintaining exam security and confidentiality. They are in charge of the general administration of the exams, and the return of worked scripts upon completion of the exam.

### Examination Blocks

**The Presiding Officer is required to be present and facilitate the following student examination periods in their entirety.** Examination blocks are usually held during school hours but may require earlier or later supervision beyond the school day depending on the length of the examination. The approximate dates and duration of these examination blocks are included as a guide but may vary from time to time based on the School's or NESA's calendar:

Examination Block	Term Time
Year 12 Term 1 Assessment Block	End of Term 1 (up to 2 weeks duration)
Year 12 Trial HSC Examination Block	Beginning of Term 3 (up to 3 weeks duration)
Year 11 Preliminary HSC Examination Block	End of Term 3 (up to 2 weeks duration)
Year 12 HSC Examination Block	Beginning of Term 4 (up to 4 weeks duration)

### Key Responsibilities

#### Manage examination supervisors:

- Work as directed with the principal or delegate to select and appoint supervisors.
- Prepare a supervisor roster, and train and manage the supervisors.
- Oversee the conduct of supervisors during course of their duties.

- Ensure all supervisors have a valid Working with Children Check for employment.
- Collect and submit supervisors' paperwork as per NESA's administrative procedures.

### **Maintain confidentiality of all exam conduct:**

- Not discuss or disclose information about exam conduct with any students, teachers, or parents/guardians. A student's privacy and the integrity of the HSC exams may be at risk if there is a breach in confidentiality. ensure that supervisors maintain the same level of confidentiality.
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### **Review the set-up of exam areas**

- In advance of each exam, ensure the school has provided all required equipment, in working order, and set-up all exam rooms, including disability provision rooms and rooms for online and audio exams. There must be adequate space around furniture.
- Ensure exam times are correctly indicated on whiteboards/room displays.

### **Follow NESA's security and administrative procedures**

- Check and sort exam materials and papers delivered to the school or security centre, ensuring that sufficient materials and papers have been provided for each exam.
- Arrange the non-confidential materials at the school and security centre in exam date order for ease of access on exam days.
- Collect the exam papers from the security centre on each exam day. maintain security of the exam papers and materials.
- Establish a process with the principal regarding students who are absent from exam. supervise students undertaking their exams.
- Return all completed exam papers directly to the security centre in a timely manner each exam day, or use the NESA provided courier.
- Follow NESA's policies and procedures regarding disability provisions\*
- Complete the presiding officer report for illness/misadventure applications as required by the principal.
- Follow all child protection, emergency evacuation and workplace health and safety procedures and policies; and ensure all supervisors adhere to these policies.

*\*On extremely rare occasions HSC exam supervision may be required on a Saturday, or from an alternate venue (e.g. a hospital) or a student's home.*

## Eligibility Requirements

The presiding officer must have high ethical standards to uphold the integrity of the HSC exams. The nominee must be well-organised, have good attention to detail and be able to effectively manage students and a team of supervisors.

Presiding officers must:

- Hold a Working with Children Check for paid employment prior to commencing work.
- Use a private vehicle (car) with comprehensive insurance to transport exam papers.
- Be located in close proximity to the school (ie. within a one-hour commute by car)
- Be available for:
  - preparation and training tasks prior to the HSC exams (up to 8 weeks prior)
  - follow-up tasks after the HSC exams (up to one week)
- Have an email address, a mobile phone and be able to use NESA's online portal, as some HSC information is only available online.
- Have physical ability to handle heavy exam materials and stand for long periods.

A person **CANNOT** be nominated for the position of presiding officer if:

- They have a near relative (including children, siblings, grandchildren, nieces, nephews or first cousins) sitting the HSC exams this year at any school.
- They are/were recently employed by the school (paid or volunteer). This may include, but not limited to, clerical staff, casual, relief, part-time or permanent teachers, canteen volunteers, sports coaches, board members or P&C members, or anyone with a significant relationship with a school staff member.
- They tutor students sitting the HSC exams this year, at any school.